

# *DRAFT*

## **BUREAU OF LAND MANAGEMENT**

### **1530 Real Property Management Manual**

#### Table of Contents

- 1. Purpose**
- 2. Objectives**
- 3. Authority**
- 4. Responsibility**
- 5. References**
- 6. Policy**

#### **1. Purpose.**

The purpose of this section is to establish policy for the management of the Bureau's Real Property Assets.

#### **2. Objectives.**

The objectives of the real property management program are to:

- A. Establish and promote management and accountability for the Bureau's assets through sound property and accounting principles and policies.
- B. Establish systems and procedures to receive, account for, and dispose of real property by:
  - i. Processing receiving reports in a timely manner to ensure that the Real Property Records reflect an accurate picture of the Bureau's real property assets
  - ii. Maintaining real property records to ensure accountability of the real property assets is maintained.
  - iii. Performing regular inventories
  - iv. Disposing of unneeded or unserviceable real property expeditiously.

- C. Establish a process to ensure that sound business decisions are made regarding establishing, improving, maintaining, and disposing of real property.

### **3. Authority:**

Basic authority for carrying out the real property management activities are contained in the Federal Property and Administrative Services Act of 1949, as amended. Other authorities are contained in:

- A. **5 USC 301.**
- B. **5 USC 305(b)**
- C. **18 USC 641, 654, 1001, 1031.**
- D. **31 USC Chapter 9.**
- E. **40 USC 483, 484.**
- F. **41 CFR 102 Subchapter C**
- G. **Department of Interior Real Property Financial Management Policy**
- H. **Interior Real Property Financial Management Guide**
- I. **Statement of Financial Accounting Standards (SFFAS) #3, #6, #8, #11, #16**
- J. **Federal Acquisition Regulations, 48 CFR, Chapter 1, part 45.**
- K. **Department of the Interior Acquisition Regulations, 48 CFR, Chapter 14**
- L. **Federal Land Policy and Management Act of 1976 (43 USC).**

### **4. Responsibility**

1. Accountable Officers are responsible for ensuring that accountability of real property site enhancements of every kind is maintained and certifying the annual real property inventories. The Accountable Officers are responsible for ensuring that sound business decisions are made and appropriate safety, accessibility and security regulations are applied during the acquisition, improvement, maintenance and/or disposal of real property. The following are bureau accountable officers:
  - a. Assistant Director - Business and Fiscal Resources.
  - b. National Center Directors.
  - c. State Directors.
  - d. Field Office Managers
2. Local Real Property Managers. The local real property manager is responsible for reviewing real property acquisitions and construction documents to ensure accurate Budget Object Class assignment, submitting receiving documentation and real property records (BLM Forms 1530-17, 18, 19, 20, and 21) within 60 days of completion, participating on a team to perform the real property physical inventories by verifying the accuracy of the real property records and ensuring that the records are updated to match the real property site, and that disposal documents are submitted in a timely manner.
3. Local Engineering Staff: The local engineering staff is responsible for providing information to the local real property manager to enable the receipt and acceptance of

real property within 60 days of completion, participating on a team with the local real property manager to complete the annual real property inventory, and notifying the local real property manager whenever information in the real property records needs to be updated. In addition, the local engineering staff is responsible for the completion of condition assessments on a cyclical basis for all real property in the field office, regardless of acquisition cost.

4. Contracting Officers (CO's). The Contractor Officer is responsible for providing information for the review of the local real property manager regarding all real property acquisitions and construction projects.
5. Local Project Managers (Contracting Officer's Representative). This individual is responsible for ensuring that Project Completion Reports (BLM Form 1310-11) are submitted to BC-653 within 60 days of completion of the project for all real property projects
6. State Directors. State Directors are responsible for providing guidance and assistance to the field offices, and ensuring that internal state reviews of real property programs are performed on a 4-year cycle.
7. National Business Center Property Operations Branch. This team is responsible for establishing the annual inventory cycle, ensuring that real property accounts are updated and that inventories are documented and reconciled with financial records, maintaining all financial records related to real property (including acquisition documents and inventory documentation), and maintaining close liaison with the Chief Financial Officers and other personnel involved with real property to ensure that values reported are accurate.
8. Office of the Director.
  - A. Director. The director is responsible for the overall management of the BLM real property program and will certify on an annual basis, as part of the Management Control Assurance Statement as to the accuracy and completeness of real property inventories performed by the field offices. The director also ensures that accounts are reconciled, that adequate financial controls are in place, that the financial records and reports accurately reflect the status of real property.
  - B. Deputy Director. The deputy director is authorized to act for the director in all phases of BLM real property management.
9. Assistant Director - Business and Fiscal Resources. The Assistant Director for Business and Fiscal Resources is responsible for ensuring that sufficient resources and organization are available to conduct all phases of physical inventories and reconciliations, that physical inventories are accurate and completed within the established time frames, ensuring that Bureau real property performance accomplishments are properly accounted for in periodic reports to the Department, and

that sound business decisions are made regarding the acquisition, improvement, maintenance and disposal of real property.

10. Bureau Real Property Officer. This individual is responsible for providing Bureau guidance and direction for effective real property management. This includes:
  - A. Providing guidance to manage the real property assets accountability of the Bureau.
  - B. Appraising the effectiveness of real property activities to ensure sound business decisions are made.
  - C. Ensuring that economic and efficient systems and management controls are in place.
  - D. Representing the bureau on inter/intra-agency teams and workgroups relating to the management of real property.
  - E. Ensuring the annual real property inventories are accomplished.
  - F. Ensuring that real property reviews of each state/center are accomplished on a four-year cycle.
11. Bureau Chief Financial Officer. This individual is responsible for ensuring that adequate financial controls are in place and financial records and reports accurately reflect the status of real property, ensuring independent control of data in the accounting system, reconciling accounting system data to the real property records at least monthly, maintaining documentation of account reconciliations, maintaining Construction in Progress financial records in cooperation with real property officers for each facility project in progress.

## 5. References

- A. BLM Manual 1112 Safety
- B. BLM Manual 1240 Evaluation Program
- C. BLM Manual 1245 Audit Coordination, Response and Follow-up
- D. BLM Manual 1301 Accounting Principles and Standards
- E. BLM Manual 1510 Acquisition
- F. BLM Manual 9110 Transportation Facilities
- G. BLM Manual 9112 Bridges and Major Culverts
- H. BLM Manual 9113 Roads
- I. BLM Manual 9150 Buildings and Recreation Facilities
- J. BLM Manual 9177 Maintenance and Safety of Dams
- K. BLM Manual 9310 Appraisal of Real Property

## 6. Policy

Real property owned or leased by the Bureau of Land Management must be properly accounted for in real property accountability records. Any changes to real property owned or leased by the Bureau of Land Management must be tracked and reflected in real property accountability records. Each real property acquisition, improvement, construction, donation, transfer or upgrade that meets the overall capitalization criteria will be recognized in the financial records and depreciated.

Real Property is defined as any interest in land, together with structures and fixtures, appurtenances and improvements of any kind located thereon. The term “real” should be associated with realty, land, or something attached thereto.

Acquisition of real property within the Bureau of Land Management occurs in many ways, including, but not limited to, construction, procurement, donation, transfer and land exchanges. Accountable Officers should make every effort to ensure that liabilities associated with newly acquired real property (such as hazardous materials, safety violations, and tort claims) are mitigated to the greatest extent possible prior to the completion of the acquisition process. Development of a business case for all real property acquisitions is required.

Capitalization is defined as recording the total acquisition cost of an item in the general ledger of Interior’s financial accounts. The intent of capitalization in the financial records is to provide an accurate total reflection on Interior’s investment in real property over time and to provide information on operating performance by allocating costs to the periods benefited.

In accordance with the Interior Real Property Financial Management Policy, dated April 30, 2003, the Bureau of Land Management established the capitalization threshold of \$100,000 per item. This capitalization threshold applies to all real property including buildings and other improvements, roads, bridges and dams, including modifications, improvements, etc. Specific information regarding this policy can be found in the DOI Interior Real Property Financial Management Policy or the Interior Real Property Financial Management Guide.

An annual inventory to physically verify the presence and condition of all of the Bureau of Land Management’s capitalized real property will be performed. Non-capitalized real property will be tracked in the Bureau Facility Maintenance System and will be inventoried during the condition assessment process at least once every five years. In addition, real property business practices, procedures and policies will reviewed during cyclical reviews performed by Bureau and Business Center property teams.

Additional definitions and procedures will be provided in the Bureau of Land Management Guidebook, G-1530-1, which will be updated and maintained on the Business Center Property Management web site.

7. **File and Records Maintenance.** See BLM Manual Section 1220 and the combined Bureau General Records Schedule 4, items 4, 5 and 13 for disposition instructions.

*DRAFT*